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MID-WEEK ANNOUNCEMENTS 5/5/2021

➢➢ REMINDER FROM THE FAMILY AND SOCIAL SERVICES ADMINISTRATION:

Providing Pandemic Electronic Benefits to Indiana Families Portal, Policy, and Support Updates

The Division of Family Resources (DFR) continues to partner with Indiana schools to provide Pandemic Electronic Benefits (P-EBT) to Indiana families during this Public Health Emergency. Beginning Saturday, May 1, through Monday, May 31, the data submission portal will be open to complete corrections for the issuance periods of October-December 2020 and January-March 2021. During this timeframe, data can also be submitted for April (22 days), May (20 days), and June (9 days) 2021. Additionally, for the May and June 2021 issuance, schools are permitted to project student eligible days. DFR will also begin to accept student eligibility for a new issuance period known as Summer P-EBT (55 days). See below for more information regarding Summer P-EBT.

Summer P-EBT Program

Summer P-EBT is for all students determined eligible to receive free and reduced meals for the 2020-2021 school year. This issuance is for ALL National School Lunch Program (NSLP) and School Breakfast Program (SBP) students and ALL students that attend a Community Eligibility Provision (CEP) school. Students and their schools do not need to participate in a summer school program to receive this benefit.

It will cover the summer period identified as a total of 55 days. The 55 days for this summer period was determined by the USDA/FNS as the U.S standard for the summer P-EBT benefit. This standard benefit will be issued to every eligible student.

Benefits will be loaded to existing P-EBT cards for each eligible child. A new P-EBT card will be issued to students that have not previously received any type of P-EBT benefit. Student data for this summer period will be collected during the

month of May 2021. Please be advised we cannot accept any corrections after the submission window has closed, even if students were accidentally missed during the submission period. The benefit amount will be $6.82 per day ($6.82*55 days) which equates to a benefit amount of $375.10 per student.

Summer P-EBT Quick Facts:

- **Eligibility Requirement**
    - School is a participant of the NSLP, School Breakfast Program, or CEP (School is NOT required to offer summer programming)
    - Student must be eligible for free or reduced lunch
    - Students identified to graduate with the Class of 2021 ARE eligible to be included in the school listing
- **Issuance amount**
    - $375.10 per student
- ·**Submission information**
    - One-time submission beginning May 1st
    - No eligible days calculation needed, all eligible students receive benefits for 55 days
    - Corrections cannot be accepted for the Summer P-EBT program

If you have immediate questions, email PEBT support for schools at PEBTQ@fssa.in.gov. This email is for school personnel only.

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NEW: From the Office of Special Education

The DOE-EV (Special Education Evaluation) submission process is about to begin! The EV collection phase opened on May 3 and closes on June 30.

Once again, a pre-verification process will be available in addition to the required post-collection data verification for the monitoring of Indicators 11 and 12. Pre-verification allows LEAs to audit their EV submission and report any evaluations that were untimely related to COVID-19.

LEAs are encouraged to use the pre-verification tool, as it will improve data quality and expedite the review process in late summer. LEAs that completely account for data in the pre-verification phase will not be contacted for data verification in August.

IDOE is currently transitioning between DOE Online and the new Data Exchange for calendar information. Certification of Instructional Days (CID) will be through the Data Exchange portal in late May and June. However, the calendar included in the pre-verification tool will be pulled from DOE Online, as not all LEAs have calendar functionality in Data Exchange at present. To participate in this pre-verification phase, LEAs must first update their calendar in DOE Online.

If you choose to utilize the pre-verification tool, please make sure that you update the DOE Online calendar by Thursday, May 6, 2021. Pre-verification tools will be sent on Monday, May 10. LEAs are reminded that, regardless of whether they update DOE Online, official calendar data will still need to be entered into Data Exchange for the certification at the end of the year.

Thank you for your help in ensuring accurate information for compliance monitoring. Please contact specialeducation@doe.in.gov if you have any questions.

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Reminder: DOE - GR Opens Monday, 5/10/2021

The opening date for reporting Graduate data for 2020-2021 has been **delayed until Monday, May 10, 2021.**

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Reminder: DOE-LE (LEP Flexibility) Public Schools Only

Due to a pause in state and federal flexibility, LE data is only required for students in grade 3-8 enrolled in public schools for the 2020-2021 school year. **This data will not be reported this year by non-public schools**.

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Reminder: DOE-DT (Dual Credit) Not Required

The Dual Credit (DT) report will **not be opened in July 2021**. Any dual credit records that are not included in the Course Completion (CC) period 2 report, will be pushed from the local Student Information System (SIS) for the 2021-2022 school year and will be certified in July, 2022.

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REMINDER: Milestone Dates Announced to Complete Transition to Data Exchange

There are several milestone dates schools should note to ensure alignment and preparation for the transition to Data Exchange. This memo contains critical dates for all Indiana traditional public schools, public charter schools, and accredited non-public schools (choice and non-choice) in preparation for certification of school data in Data Exchange. Schools will be connecting to Data Exchange via their Indiana Ed-Fi Certified SIS vendor. A SIS Vendor Certification Status list can be found here. Additional information on implementation of Data Exchange can be found on the Data Exchange website. Please contact dataexchange@doe.in.gov with questions about these dates or about the Data Exchange system.

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Reminder: Multiple Calendars for a Single School ID

For schools that were experiencing an issue with multiple calendars on the Certification tab for a single school, this issue has been resolved. To correct the issue in Data Exchange:

1. Correct the calendar situation in the SIS. Vendor will need to remove the additional calendar from the API
2. Push data to Data Exchange
3. Run the Rules Validation on the Validations tab in Data Exchange
4. Verify results on the Certification tab

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Reminder- Validations Result Filter is Available

To allow easy filtering of Run ID validation results the validation result filter is now available to you on the Validations Tab in Data Exchange. On the Validations tab, click the Run ID then click the **Show Advanced Filter** button to display the filter options. After you have made your selections, click the **Reload Data** button to update the list of results.

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UPDATED 5/5/21: Data Exchange Tips and Tricks

Error Message: Rule = AT-2 and AT-6

Attendance Days or Enrollment Days may only be 0.5 (Half Day) or 1 (Full day) Meaning - the Student record shows either Days Attended and/or Days Enrolled equal zero (0).
Resolution: Click the AT All Enrollments link on the Validations tab or the Attendance Roster link on the Certification tab. Locate the STN that has one or both error messages to confirm the counts reported show zero.

1. Locate the student in your SIS. Was the student expected to enroll and attend but did not show up? Is the entry/exit date prior to the start of the school calendar? If yes, then working with your SIS vendor make sure the data being sent matches the data you have in your SIS. Ensure they are not sending students with one day records showing the first day of the school calendar.
   a. **NEW: The issue causing error when students with one day mobility records PRIOR to the first day of the school calendar has been identified and will be corrected so error messages not received.**
2. If no, then correct the student's entry/exit data in the SIS to a **_day prior_** to the school calendar. If you have also reported absences for the student these will need to be removed. Working with your SIS vendor to make sure any attendance data you remove from the SIS is also being removed (deleted) from the API when sending the corrected data through to Data Exchange.
   a. Students who do not attend and are considered "No Shows" **_DO NOT_** have attendance data reported.
3. Students who have been attending, have attendance data in the SIS, the attendance data has been set-up, configured, or mapped accurately but is not showing in Data Exchange - schools need to work with their SIS

vendor to discover any issues or reasons the data is not being provided through the API to Data Exchange.

4. Any corrections needed to be made on the student or in the setup in the SIS to allow the attendance data to be provided must be done in the SIS and then resubmitted.

5. Attendance messages being received for students with school associations (enrollment) record receiving services only where primary school = false .
    a. The cause of these errors has been determined and is being corrected

Manually Run Rules Validations!!

At this time the **automated validations are not turned on** in Data Exchange. After sending Attendance data, run the rules validation button on the Validation tab. DO NOT RUN RULES VALIDATIONS IF NO ATTENDANCE DATA HAS BEEN SENT!

a. It is anticipated the automated process to run the rules validations will be turned on late April to early May.

Reminder: **Data Exchange Known Issue:**

Students showing as a conflict when entry/exit date (one day mobility record) is reported prior to the school calendar. Schools do not need to adjust their one day record to reflect a date prior to the conflicting school's first calendar date. This is being addressed by the development staff and will be corrected prior to certification of AT data. Watch for announcements when this is corrected.

One Day Record Reporting Concern:

Q: Students anticipated to enroll after the school year has begun and do not show, how do we report?

A: Students expected after the school year has begun and do not show will need to be removed from the SIS and working with your SIS vendor determine the best practice of letting them know a student is not to be reported to Data Exchange.

Note: Data Exchange does not allow a one day tolerance or grace period for students to be reported by two schools. Nor does Data

Exchange allow a one day tolerance or grace period of not providing AT data for a one day record.

LINK Data Exchange Roles

a. **Superintendents/Principals** of public corporations that are responsible for the final review and certification (signoff) of the six data certification cycles must have the **LEA Administrator** role and the decorator role of **Data Certification.**

b. The **financial officer**, CFO of a public corporation or non-public school must have the **Financial Administrato**r role and the decorator role of **Data Certification** in order to review and certify (sign off) on the certification cycles of Data Exchange.

c. The **non-public Principal** responsible for the final review and certification (signoff) of the six data certification cycles must have the **School Administrator** role and the decorator role of **Data Certification**.

d. All other staff with roles for Data Exchange should NOT have the decorator role of Data Certification. This is causing access issues and will need to be removed from those staff.

Knowledge Hub Tile

If you don't have the Data Exchange Knowledge Hub tile on your LINK portal, please use this link to access the webpage. We anticipate all users with a Data Exchange role will have this tile on the LINK portal by the end of April.

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Reminder: Data Exchange Trainings

In preparation for certification of Calendar and Attendance data for Thursday, July 1, IDOE released additional Data Exchange training modules for reporting School Calendar, Calendar Session/Grading Period, and student data. All training is available in the IDOE Moodle "Data Exchange Training and Community" course (no enrollment key required). Contact Data Exchange with any questions

The following trainings have been posted:

Reporting School Calendar

- Reporting School Calendar Data
- Reporting School Calendar Data with IDOE Templates
- Submission and Validation of School Calendar Data in Data Exchange

- Validating and Certifying School Calendar Data

Reporting Calendar Session and Grading Period

- Reporting Calendar Session and Grading Period
- Reporting Calendar Session and Grading Period with IDOE Templates
- Submission of Calendar Session and Grading Period Data

Reporting Student Data in Data Exchange

- Reporting Student Data in Data Exchange
- Reporting Student Data with IDOE Templates
- Submission of Student Data in Data Exchange

Reporting Student Enrollment

- Reporting Student Enrollment Data in Data Exchange
- Reporting Student Enrollment in Data Exchange with IDOE Templates
- Submission of Student Enrollment Data in Data Exchange
- Validating and Reviewing Student Enrollment Data in Data Exchange

Reporting Student Attendance

- Reporting Attendance Event Data in Data Exchange
- Reporting and Submission of Student Attendance Data with IDOE Templates in Data Exchange
- Validating and Certifying Attendance Event Data in Data Exchange

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REPORTS CURRENTLY OPEN

DOE-ES 2021 (Discipline) - closes 6/18/2021

DOE-RT/EM/RA 2021 - closes 6/30/21

DOE-IR 2021 - closes 6/30/21

DOE-TA 2021 (ISTEP/IREAD) - closes 6/30/21

DOE-CE 2021 (Certified Employee) Period 2 - closes 6/30/21

DOE-CP 2021 (Certified Position) Period 2 - closes 6/30/21

DOE-CC 2021 (Course Completion) Period 2 - closes 6/30/21

DOE-EV 2021 (Special Education Evaluation) - closes 6/30/21

DOE-HB 2021 (Homebound/Hospitalized) - closes 6/30/21

DOE-AD 2021 (Additional Information) - closes 6/30/21

DOE-AL 2021 (Alternative Education) - closes 6/30/21

DOE-TR 2021 (Special Education Termination) - closes 6/30/21

DOE-TI 2021 (Title I) - closes 6/30/21

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<u>Reports Opening Soon</u>

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DOE- GR 2021 (Graduate) - opens 5/10/2021

DOE-LE 2021 (LEP Flexibility) - opens 5/14/2021

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Help US Help YOU

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Data Reporting Support Ticket: To contact STN support HelpDesk, click the following link to create a work order. Please provide the correct email address and phone number in the work order.

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https://help.doe.in.gov

Data Reporting Support is also available by phone at 317.232.0808

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